Graduate Assistants
OneUSG Connect Quick Start

☐ Log In to OneUSG Connect

You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu.

Click the **OneUSG Connect** drop-down to access the system.

When prompted, log in using your MyID and password.

ONEUSG CONNECT ▾

Self-Service Login

☐ Verify and Update Your Personal Information

From **OneUSG Connect Employee Self Service**, click the **Personal Details** tile.

Verify your address, contact details, emergency contacts, and additional information.

You can edit the information, or contact your HR representative if the information is incorrect.

☐ Verify and Update Your Direct Deposit Information

From **OneUSG Connect Employee Self Service**, click the **Payroll** tile then click the **Direct Deposit** tile.

Verify your direct deposit account information is correct.

Click **Edit** to make any necessary changes.

Click **Add Account** to add a new account. You can have a maximum of 6 direct deposit accounts.

You can submit direct deposit account changes once a day and you will receive a confirmation email any time you make changes.

☐ Sign Up for an Electronic W-2

To receive your W-2 electronically, you need to sign up in OneUSG Connect Employee Self Service.

You must opt in before **December 31** of the current year. Consent only needs to be provided once.

To opt in, visit **OneUSG Connect Employee Self Service** and click the **Payroll** tile then click the **Taxes** tile.

Click the **W-2/W-2c Consent** link.

Click the box to **Check here to indicate your consent to receive electronic W-2 and W-2c forms**.

Click **Submit**.

☐ Add W-4 and G-4 Information

W-4: Access the OneUSG Connect Employee Self Service and navigate to the Taxes tile. Select W-4 tax information and enter the appropriate withholdings. The OneSource Training Library serves as an additional resources to assist in navigation and making the appropriate entries for tax withholding.

G-4: Access the OneUSG Connect Employee Self Service and navigate to the Taxes tile. Select G-4 tax information and enter the appropriate withholdings. The OneSource Training Library serves as an additional resources to assist in navigation and making the appropriate entries for tax withholding.

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☐ Review Your Pay Stub

Graduate students are paid on the last business day of the month. For a list of pay dates, please view the OneUSG Connect Payroll Calendars on the UGA Payroll website.

From **OneUSG Connect Employee Self Service**, click the **Payroll** tile then click the **Pay** tile.

To view a pay stub, click the arrow next to the appropriate pay date. A Monthly Pay Advice job aid to help you understand the information on your paycheck can be found in the OneSource Training Library on the Quick Reference Materials for Employees page.

ADDITIONAL RESOURCES FOR GRADUATE ASSISTANTS

- For more detailed instructions on adding/updating direct deposit information and other HR/Payroll tips, please see the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect HR/Payroll topics >Employee Self Service > ESS for Graduate Assistants.

- For questions or issues, contact **OneUSG Connect Support** at: oneusgsupport@uga.edu or at 706-542-0202 (option 1).

- **Online version: https://onesource.uga.edu/faculty_and_staff_guide/ under *Employee Checklists* and click on the *Graduate Assistants Quick Start*.**

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